

MCES C-IED MTC SOP

Annex Y

SAT Manual MLF Checklist

MASTER LESSON FILE CHECKLIST	
MASTER LESSON FILE REQUIRED ITEMS	
1. Learning Analysis Worksheet Checklist	YES NO
2. Learning Analysis Worksheets	YES NO
3. Learning Objective Worksheet Checklist	YES NO
4. Learning Objective Worksheet	YES NO
5. Test Item Checklist	YES NO
6. Method and Media Selection Checklist	YES NO
7. Concept Card Checklist	YES NO
8. Concept Card	YES NO
9. Operational Risk Assessment Worksheet (ORAW) Checklist	YES NO
10. Operational Risk Assessment Worksheet (ORAW)	YES NO
11. Lesson Plan Checklist	YES NO
12. Lesson Plan	YES NO
13. Student Outline/Student Supplementary Materials Checklist	YES NO
14. Student Outline	YES NO
15. Student Supplementary Materials	YES NO N/A
16. Media Checklist	YES NO
17. Media (paper copy or explanation of where the media is located)	YES NO
18. Instructor Preparation Guide (IPG) Checklist	YES NO
19. Instructor Preparation Guide (IPG)	YES NO
OTHER COURSE DEVELOPMENT ITEM/CHECKLIST	
20. Test*	YES NO
21. Test Checklist	YES NO
<p>* The test needs to be maintained in a secure place with limited access. Therefore, it is recommended that this item be placed somewhere other than the MLF.</p> <p>Remarks:</p>	